Job Title: Facilities Maintenance Worker I

Department: Public Works and Water Resources Department

Immediate

Supervisor: Facilities Maintenance Foreman

Origination Date:	07/01/2001
Revision Date:	07/01/2008
Job Grade	800
FLSA Status	Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs preventative maintenance and minor repairs to City owned buildings and Grounds

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	Н	Maintains buildings by performing minor plumbing, electrical, mechanical, HVAC, and
		carpentry repairs.
2	Н	Maintains building grounds and parking lots by removing litter and debris.

JOB REQUIREMENTS:

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge is equivalent to less than high school or equivalency.
Experience	No experience required.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read work orders, purchase orders, memorandums, and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy/Decision Making	Moderate - The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Limited Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - Work requires regular interaction involving exchange and receipt of information. The purpose of interactions is primarily the sharing of information.

Facilities Maintenance Worker I: Public Works

Page 2

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Dl 1	Emagyan ay Coda	Description	DI 1	Emaguanay Cada	Description
Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O □ F ⊠ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☐ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O □ F ⊠ C	☐ File drawers ☑ Equipment ☑ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	☒ Computer keyboard☒ Telephone keypad☒ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O ⊠ F □ C	☒ Stairs☒ Ladders☒ Step stools☒ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	☒ To other departments/offices☒ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O □ F ⊠ C	⊠ Supplies ⊠ Equipment □ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	☑ Driving☑ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N □ R □ O □ F ⊠ C	Supplies Equipment Files	Balancing	□ N □ R ☑ O □ F □ C	☒ On ladders☒ On equipment☒ On step stools
Sitting	□ N □ R ⊠ O □ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O □ F ⊠ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☐ For files	Crouching	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☐ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public☑ Listening to equipment
Kneeling	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	☑ Under equipment☑ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	<u>4)</u>							
		A • 1						
Machines, Tools, Equipment			1 0 0 0	.	,			
Hand Tools, Power Tools, Ladder, Fork	dift, Ariel Lift, l	Boom Lift, Tab	le Saw, Safety	Equipment, (Copier,	Telephone, Ve	ehicle.	
Computer Equipment and S								
Microsoft Word, Lotus Notes, Compute	er, Printer Facili	ties Work order	software					
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature				rei Mo	11111	rei wee	K	
(heat, cold, extreme temp. changes fr	om outside							×
work) Wetness and/or humidity		<u> </u>						_
(bodily discomfort from moisture)						X		
Respiratory hazards (fumes, gases, chemicals, dust and di	irt)			×				
Noise and vibration	111)					⊠		П
(sufficient to cause hearing loss)			Ш					Ц
Physical hazards (high voltage, dangerous machinery,	aggressive					X		
prisoners, patients – <u>not customers</u>)								
Health and Safety Condition	nc•							
Health and Safety Conditions	N = Never	R = Rarel	y O = C	ccasionally	F = 1	Frequently	C =	Constantly
•	Never	Less than		or more of	Fron	n 1/3 to 2/3	2/3	or more of
M 1 : 11 1	occurs	hour per we	eek tl	ne time	of	the time	1	the time
Mechanical hazards				\square				\square
Chemical hazards								
Electrical hazards				<u></u>				
Fire hazards		⊠						
Explosives	_			<u></u>				
Communicable diseases	X			<u> </u>				
Physical danger or abuse	\boxtimes							
Other (specify)								
Primary Work Location:								
☑ Office Environment								
☐ Warehouse								
□ Shop								
☐ Vehicle								
☐ Recreation Centers/Neighborhoo	d Centers							
☑ Outdoors								
☐ Other (Specify)								
Protective Equipment Requi		D : 1 -	1.77					
Footwear, Safety Glasses, Protective Cl	othing, Hearing	Protection, Ha	rd Hat					

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
□ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations			\boxtimes	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		X		
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date	
Job Title of Supervisor	Signature of Supervisor	Date	
Job Title of Department Director	Signature of Department Director	Date	
nents:			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.